

OFFICIAL TIME REQUEST  
(FOR THE CONDUCT OF REPRESENTATIONAL DUTIES)

NAME OF UNION OFFICER OR STEWARD: \_\_\_\_\_ DATE: \_\_\_\_\_  
UNION OFFICER'S OR STEWARD'S DUTY STATION: \_\_\_\_\_  
DATE OFFICIAL TIME WILL ACTUALLY BE USED: \_\_\_\_\_  
UNION'S ESTIMATE OF TIME NEEDED FOR REPRESENTATIONAL DUTY: \_\_\_\_\_ HOURS  
NAME OF UNION OFFICER'S OR STEWARD'S SUPERVISOR: \_\_\_\_\_

NATURE OF REQUEST

(Mark appropriate box and supply related information)

- ☐ A. SCHEDULED MEETING AT MANAGEMENT'S REQUEST.  
Management official's name \_\_\_\_\_  
Meeting location \_\_\_\_\_  
Phone number at location \_\_\_\_\_.
- ☐ B. SCHEDULED MEETING (except first-step grievances) OR REVIEW AND INSPECTION OF MANAGEMENT INFORMATION AT UNIONS REQUEST.  
Management official's name \_\_\_\_\_  
Meeting location \_\_\_\_\_  
Phone number at location \_\_\_\_\_.
- ☐ C. FIRST-STEP GRIEVANCES AND ALL OTHER UNION REPRESENTATIONAL MATTERS. The union officer or steward will be meeting with or interviewing bargaining unit members or performing other representational duties related to matters other than membership solicitation or internal union business. During this period of official time, the union officer or steward can be contacted through the union's designated representative \_\_\_\_\_ at phone number \_\_\_\_\_.

CATEGORY OF REQUEST

(Check applicable category)

- CATEGORY I. CONTRACT NEGOTIATIONS  
A. BASIC, RENEGOTIATION, OR REOPENER NEGOTIATIONS  
B. MIDTERM NEGOTIATIONS
- CATEGORY II. ON-GOING LABOR-MANAGEMENT RELATIONSHIP
- CATEGORY III. GRIEVANCES, APPEALS AND OTHER REPRESENTATIONAL DUTIES  
A. GRIEVANCE AND ARBITRATION UNDER THE NEGOTIATED AGREEMENT  
B. ALL OTHER GRIEVANCES, APPEALS AND MATTERS
- CATEGORY IV. TRAVEL AND PER DIEM  
A. LABOR-MANAGEMENT RELATIONS \$ \_\_\_\_\_  
B. ALL OTHER \$ \_\_\_\_\_

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TO BE COMPLETED BY SUPERVISOR:

TIME OUT \_\_\_\_\_ TOTAL TIME USED \_\_\_\_\_  
TIME RETURNED \_\_\_\_\_ APPROVED \_\_\_\_\_